

Diverse Business Inclusion Plan Criteria

Central Washington University (CWU) is committed to providing the maximum practicable opportunity for participation by diverse businesses enterprises (DBE). DBE are defined as; small business, microbusiness, minibusiness, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010.

CWU strongly encourages contractor/consultants/vendors to work with DBE to meet or exceed CWU's goals for each project of MBE 10%, WBE 6%, WA Small Business 5% and WA Veterans 5% participation. Upon request by CWU, contractor/consultants/vendors will be required to provide a report of the actual inclusion efforts undertaken to utilize DBE for any CWU goods and services contracted.

All firms, including diverse owned firms, must submit a copy of the firm's Diverse Business Inclusion Plan. The firm's Diverse Business Inclusion Plan should address, at a minimum, the following:

- A. Commitment of the owner(s) and senior leadership of the firm to reaching out to contract with DBE and in helping to meet or exceed CWU's DBE utilization goals.
- B. Provide the date your Diverse Business Inclusion Plan was adopted by your firm.
- C. Individual names and titles of positions responsible for managing and implementing specific aspects of your Diverse Business Inclusion Plan. For each individual listed, include how long they have been involved with diverse business inclusion efforts with your firm.
- D. Provide a description of the strategies, approaches, and specific steps your firm will take to help meet or exceed the state's diverse business percentage utilization goals, which may include but are not limited to a description of the following:
 1. The education and training program used by your firm to communicate to your employees your firm's expectations relative to implementing the Diverse Business Inclusion Plan.
 2. The project-specific outreach your firm utilizes in identifying and contacting DBEs through media, government agencies, industry and non-profit associations and organizations, referrals, and relationships.
 3. Describe your DBEs outreach/mentoring program, if any. Describe any mentoring of DBEs that your firm has been involved. Please identify how long your firm has been mentoring DBEs, and how effective the mentoring has been for DBEs.
- E. Describe how your firm will monitor its progress toward helping to meet or exceed the state's diverse business goals on the contract to be awarded based on this RFQ, and how your firm will adjust its strategy as necessary in order to improve its performance in this area.
- F. Solicit at least one DBE firm per sub consultant category.

While CWU is interested in contracting with firms who employ a diverse workforce, this should not be part of the Diverse Business Inclusion Plan. The focus is on inclusion efforts to contract with DBE to the maximum extent possible.